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## ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

#13 JULY 26, 2011

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER



BOARD OF SUPERVISORS

Gloria Molina

First District

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July 19, 2011

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL TO ACCEPT FORTHCOMING FEDERAL AND STATE OF CALIFORNIA  
FUNDING FOR PUBLIC HEALTH EMERGENCIES, EXECUTE NEW AGREEMENTS AND  
AMENDMENTS, AND APPROVE EIGHT NEW POSITIONS  
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

**SUBJECT**

Request delegated authority to accept forthcoming federal and State funds, accept supplemental emergency funding, and execute new agreements and/or amendments and approval of eight new positions, subject to allocation, to support and/or upgrade local public health jurisdictional preparedness efforts in order to respond to acts of bioterrorism, outbreaks of infectious disease, and other public health threats and emergencies.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Delegate authority to the Director of the Department of Public Health (DPH), or his designee, to accept a forthcoming Centers for Disease Control and Prevention (CDC) Notice of Award (NA) for the term of August 10, 2011 through August 9, 2012, and NAs for the terms of August 10, 2012 through August 9, 2013 and August 10, 2013 through August 9, 2014, at amounts to be determined by the CDC, estimated not to exceed \$22,000,000 per grant term, to support the upgrade of local public health jurisdictional preparedness efforts in order to respond to acts of bioterrorism, outbreaks of infectious disease, and other public health threats and emergencies, subject to review and approval by County Counsel, and notification to your Board and the Chief Executive Office (CEO).
2. Delegate authority to the Director of DPH, or his designee, to accept future CDC NA amendments that adjust the term of the NA; reflect non-material and/or ministerial revisions to the award's terms and conditions; allow for the rollover of unspent funds and/or redirection of funds; and/or provide for an increase or decrease in funding up to 30 percent above or below the applicable NA's annual base

amount, subject to review and approval by County Counsel, and notification to your Board and the CEO.

3. Delegate authority to the Director of DPH, or his designee, to accept future supplemental emergency preparedness and response funding that may be issued as new or supplemental awards by the CDC in the event of an all hazards declared public health emergency or a pandemic in one or more jurisdictions for the period of August 10, 2011 through August 9, 2014, at amounts to be determined by the CDC, subject to review and approval by County Counsel, and notification to your Board and the CEO.
4. Delegate authority to the Director of DPH, or his designee, to accept and execute the Standard Agreement from the California Department of Public Health (CDPH) for pandemic influenza preparedness for the terms of July 1, 2011 through June 30, 2012; July 1, 2012 through June 30, 2013; and July 1, 2013 through June 30, 2014, at amounts to be determined by the CDPH, estimated not to exceed \$500,000 per annual grant term, subject to review and approval by County Counsel, and notification to your Board and the CEO.
5. Delegate authority to the Director of DPH, or his designee, to accept and execute any future amendments related to CDPH pandemic influenza preparedness funding for the terms of July 1, 2011 through June 30, 2012; July 1, 2012 through June 30, 2013; and July 1, 2013 through June 30, 2014, that adjust the term of the award; reflect non-material and/or ministerial revisions to the award's terms and conditions; allow for the rollover of unspent funds and/or redirection of funds; and/or provide an increase or decrease in funding up to 30 percent above or below each grant term's annual base amount, subject to review and approval by County Counsel, and notification to your Board and the CEO.
6. Delegate authority to the Director of DPH, or his designee, to execute new agreements with the cities of Long Beach and Pasadena for the term of August 10, 2011 through August 9, 2012, with an option to extend the agreements thereafter for two additional one year terms through August 9, 2014, each term funded with CDC pass through funds to support the upgrade of local public health jurisdictional preparedness efforts in order to respond to acts of bioterrorism, outbreaks of infectious disease, and other public health threats and emergencies, contingent upon receipt of CDC funding, with the maximum obligation to be determined by the Director of DPH, or his designee, subject to review and approval by County Counsel, and notification to your Board and the CEO.
7. Delegate authority to the Director of DPH, or his designee, to select providers, negotiate, and execute new service agreements, and/or amend existing service agreements related to public health emergency preparedness and response, with contract maximum obligations not to exceed \$500,000 per service agreement, not to exceed a twelve-month term, 100 percent funded by forthcoming CDC and/or CDPH awards, and adjust and/or amend the agreement terms when directed by the CDC or CDPH, subject to review and approval by County Counsel, and notification to your Board and the CEO.
8. Delegate authority to the Director of DPH, or his designee, to execute Amendment Number 16 (Exhibit I) to Agreement Number H-702550 with PHFE to extend the agreement through January 31, 2012, increase the total maximum obligation by \$1,656,457 from \$32,110,567 to \$33,767,024, and permit an option to extend the agreement for an additional six months through August 9, 2012, at either no cost or at a cost not to exceed \$1,500,000, contingent upon completion of a temporary personnel work order solicitation and the availability of funds, 100 percent funded by forthcoming CDC and/or CDPH awards, subject to review and approval by County Counsel, and notification to your Board and the CEO.

9. Delegate authority to the Director of DPH, or his designee, to execute amendments to the agreement with PHFE that allow for the rollover of unspent funds and/or redirection of funds; and/or provide an internal reallocation of funds between budgets, increase, or decrease funding up to 10 percent above or below the 2011-12 base maximum obligation, effective upon amendment execution or at the beginning of the applicable contract term, subject to review and approval by County Counsel, and notification to your Board and the Chief Executive Office.

10. Approve one new Full Time Equivalent (FTE) Senior Staff Analyst position, one new FTE Disaster Services Planning Assistant position, and six new FTE Staff Analyst Health positions, in excess of that which is provided for in the DPH staffing ordinance pursuant to Section 6.06.020 of the County Code, and subject to allocation by the CEO. These positions are 100 percent offset by funds from the CDC to support new emergency preparedness and response activities linked to CDC's fifteen public health preparedness capabilities outlined in the new cooperative agreement and other public health activities.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

In approving the recommended actions, your Board is authorizing DPH to continue to accept funding to support the upgrade of local public health jurisdictional preparedness efforts in order to respond to acts of bioterrorism, outbreaks of infectious disease, and other public health threats and emergencies, as well as extend DPH's current authorization to enter into public health emergency preparedness and response related support agreements that require prompt execution in order to meet federal and State grant timelines and enable a rapid response to public health threats and/or emergencies.

Approval of these actions will: 1) allow DPH to receive substantial financial support for DPH's Emergency Preparedness and Response Program and continue to maintain DPH's capacity to rapidly detect, investigate, and mitigate the effects of disease outbreaks or illness that may either be naturally occurring or result from acts of terrorism involving biological agents; 2) allow DPH to pass through CDC funds to the cities of Long Beach and Pasadena to upgrade their public health jurisdictional preparedness efforts; and 3) allow DPH to continue to implement contract services to quickly respond to public health threats and/or emergencies and fulfill CDC NA requirements.

Approval of the recommended action to extend the term of the PHFE agreement will support DPH's efforts to transition eight currently contracted temporary staff to County positions. A new temporary personnel work order solicitation will be conducted as needed to allow specialized and vital work to continue during the transition period. Services to be performed include community and school liaison activities, planning for special needs populations, specialized laboratory and epidemiology work, and community resiliency planning.

Under Recommendation 9, DPH is requesting delegated authority to execute amendments to the agreement with PHFE to internally reallocate funds between budgets and/or increase or decrease funding up to 10 percent above or below the contract year 2011-12 maximum obligation effective upon amendment execution or at the beginning of the applicable contract term. This delegated authority will enable DPH to amend the PHFE agreement to allow for the provision of additional units of funded services that are above the service level identified in the current contract and/or the inclusion of unreimbursed eligible costs, based on the availability of grant funds and grant funder approval. While the County is under no obligation to pay a contractor beyond what is identified in the

original executed contract, the County may determine that the contractor has provided evidence of eligible costs for qualifying contracted services and that it is in the County's best interest to increase the maximum contract obligation as a result of receipt of additional grant funds or a determination that funds should be reallocated. This recommendation has no impact on net County cost.

Recommendation 10 will authorize DPH to fill eight positions to support the emergency preparedness and response activities linked to CDC's fifteen public health preparedness capabilities and other public health activities as described in Exhibit II.

### **Implementation of Strategic Plan Goals**

The recommended actions support Goal 4, Health and Mental Health, and Goal 5, Public Safety, of the County's Strategic Plan.

### **FISCAL IMPACT/FINANCING**

DPH will accept forthcoming CDC funding under Budget Period 1 for the term of August 10, 2011 through August 9, 2012, and NAs for the periods of August 10, 2012 through August 9, 2013 and August 10, 2013 through August 9, 2014, at amounts to be determined by the CDC, estimated not to exceed \$22,000,000 per grant term, and accept forthcoming CDPH funding for the periods of July 1, 2011 through June 30, 2012; July 1, 2012 through June 30, 2013; and July 1, 2013 through June 30, 2014, at amounts to be determined by the CDPH, estimated not to exceed \$500,000 per grant term.

The total maximum obligation of \$1,656,457 for Amendment Number 16 to Contract Number H-702550 with PHFE for the term of August 10, 2011 through January 31, 2012, with an option to extend up to six months, contingent upon the availability of grant funds, is 100 percent offset by forthcoming CDC and/or CDPH funds.

There is no net County cost associated with these actions and funding is included in DPH's 2011-12 budget and will be included in future fiscal years, as necessary.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

On October 9, 2001, your Board approved a motion directing DPH to take steps to ensure its ability to respond quickly and appropriately to any acts of bioterrorism. On April 16, 2002, your Board delegated authority to DPH to enter into agreements up to \$300,000, and on August 26, 2003, this authority was raised to \$500,000. In subsequent years, your Board has continued to provide DPH with the same authority. DPH has been able to execute agreements with different private and public agencies to effectively and timely implement activities to prepare and respond to acts of bioterrorism and other public health threats such as pandemic influenza.

On August 30, 2005, your Board authorized execution of Agreement Numbers H-701583 and H-701584 with the cities of Long Beach and Pasadena, respectively, effective August 31, 2005 through August 30, 2006, with provisions for automatic renewal through August 30, 2009. Subsequently, your Board approved the execution of amendments to continue the pass through of CDC funds to the cities for subsequent years.

On November 21, 2006, your Board delegated authority to DPH to execute an Agreement with PHFE and authorized the execution of any amendments to extend the term and increase or decrease funding up to 25 percent of the contractual maximum obligation. Subsequently, your Board has

approved the execution of amendments to the agreement with PHFE to continue to provide services for public health preparedness and response to bioterrorism and other public health emergencies.

During the upcoming grant term, the net amount of emergency preparedness funds awarded to DPH will be reduced by approximately \$1.8 million. The impact of this funding reduction has not yet been determined.

County Counsel has approved Exhibit I as to use. Exhibit II is the description of duties for the requested new positions.

Attachments A and B are signed Sole Source Checklists.

### **CONTRACTING PROCESS**

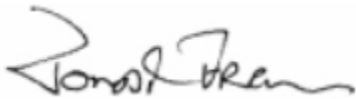
DPH is requesting authorization to: 1) execute new agreements with the cities of Long Beach and Pasadena; 2) select providers, negotiate, and execute new service agreements, and/or amendments related to public health emergency preparedness and response; and 3) execute Amendment Number 16 to Contract Number H-702550 with PHFE.

DPH plans to conduct a work order solicitation for temporary personnel services. It is expected that the solicitation will be concluded by January 2012.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of the recommended actions will provide for the effective and timely implementation of activities related to bioterrorism preparedness and response and other public health emergencies.

Respectfully submitted,



JONATHAN E. FIELDING, M.D., M.P.H.

Director and Health Officer

JEF:im

Enclosures

c: c: Chief Executive Officer  
County Counsel  
Executive Officer, Board of Supervisors

Contract Number: H-702550

**DRAFT  
PERSONNEL AND OPERATIONAL SERVICES AGREEMENT**

AMENDMENT NUMBER 16

THIS AMENDMENT is made and entered into this \_\_\_\_\_ day  
of \_\_\_\_\_, 2011,

by and between

COUNTY OF LOS ANGELES (here-  
after "County"),

and

PUBLIC HEALTH FOUNDATION  
ENTERPRISES, INC. (hereafter  
"Contractor").

WHEREAS, reference is made to that certain document entitled "PERSONNEL AND OPERATIONAL SERVICES AGREEMENT", dated December 29, 2006, and further identified as County Contract Number H-702550 between County and Contractor; and any amendments thereto (all hereafter "Agreement"); and

WHEREAS, it is the intent of the parties to amend the Agreement to extend the term, revise the maximum obligation, alter the Scope of Work of this Agreement and make other changes as described in this Amendment; and

WHEREAS, County has been allocated funds from the federal Centers for Disease Control and Prevention ("CDC"), Catalog of Federal Domestic assistance Number 93.069 for the Public Health Preparedness and Response Bioterrorism project, of which a portion of these funds has been designated by the CDC for this Agreement; and

WHEREAS, said Agreement provides that changes may be made in the form of a written amendment which is formally approved and executed by the parties.

NOW, THEREFORE, the parties hereby agree as follows:

1. This Amendment shall be effective August 10, 2011.

2. On the effective date of this Amendment, first subparagraph of the paragraph 1 TERM shall be revised to read as follows:

“1. TERM: The term of this Agreement shall commence effective December 29, 2006, and shall continue in full force and effect through January 31, 2012. County may, at its sole option, further extend the term of the Agreement for an additional six months through August 9, 2012 at either cost or at a cost, contingent upon the availability of funds.”

3. On the effective date of this Amendment, the Scope of Work: Attachments A-10, Attachment O-3 and Attachment U, and Budget Summaries: Schedule A-10, Schedule O-3 and Schedule U shall be added to Agreement as attached hereto and incorporated therein by reference.

4. Paragraph 3. Description of Services: subparagraph A shall be revised to read as follows:

A. Contractor shall provide services in the form as described in the body of this Agreement and Scope of Work (Attachment A-10, Attachment O-3, and Attachment U), which are attached hereto and incorporated herein by reference.

5. Paragraph 5, MAXIMUM OBLIGATION OF COUNTY, shall be revised to read as follows:

“5. Effective upon the date of execution of this Amendment , the County's maximum contractual obligation for the period of August 10, 2011 through January 31, 2012, shall be One Million, Six Hundred Fifty-Six Thousand, Four Hundred Fifty-Seven Dollars (\$1,656,457). This funding consists of One Million, Eighteen Thousand, Eight Hundred Twenty-Six Dollars (1,018,826) as detailed in Schedule A-10, Five Hundred Seventy-Two Thousand, Four Hundred Thirty Dollars (\$572,430) as detailed in Schedule O-3 and Sixty-Five Thousand, Two Hundred and One Dollars (\$65,201) as detailed in Schedule U.

6. Paragraph 8. BILLING AND PAYMENT, subparagraph D shall be added to read as follows:

“D. Contractor Budget and Expenditures Reduction Flexibility: In order for County to maintain flexibility with regards to budget and expenditure reductions, Contractor agrees that Director may cancel this Agreement, without cause, upon the giving of ten (10) calendar days written notice to Contractor; or notwithstanding, Alteration of Terms paragraph, of this Agreement, Director may, consistent with federal, State, and/or County budget reductions, renegotiate the scope/description of work, maximum obligation, and budget of this Agreement via an Administrative Amendment, as mutually agreed to and executed by the parties therein.”

7. Paragraph 13. GENERAL PROVISIONS FOR ALL INSURANCE COVERAGES: A. shall be amended to read as follows:



“A. Evidence of Coverage and Notice to County: A certificate(s) of insurance coverage (Certificate) satisfactory to County, and a copy of an Additional Insured endorsement confirming County and its Agents (defined below) has been given Insured status under the Contractor's General Liability policy, shall be delivered to the County at the address shown below and provided prior to commencing services under this Agreement.

Renewal Certificates shall be provided to County not less than ten (10) days prior to Contractor's policy expiration dates. The County reserves the right to obtain complete, certified copies of any required Contractor and/or Sub-Contractor insurance policies at any time.

Certificates shall identify all Required Insurance coverage types and limits specified herein, reference this Contract by name or number, and be signed by an authorized representative of the insurer(s). The Insured party named on the Certificate shall match the name of the Contractor identified as the contracting party in this Contract. Certificates shall provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding fifty thousand (\$50,000) dollars, and list any County required endorsement forms.

Neither the County's failure to obtain, nor the County's receipt of, or failure to object to a non-complying insurance certificate or endorsement, or any other insurance documentation or information provided by the Contractor, its insurance broker(s) and/or insurer(s), shall be construed as a waiver of any of the Required Insurance provisions.

Certificates and copies of any required endorsements shall be sent to:

County of Los Angeles – Department of Public Health  
Contract Monitoring Division  
5555 Ferguson Drive, Suite 210  
Commerce, California 90022  
Attention: Chief

Contractor also shall promptly report to County any injury or property damage accident or incident, including any injury to a Contractor employee occurring on County property, and any loss, disappearance, destruction, misuse, or theft of County property, monies or securities entrusted to Contractor. Contractor also shall promptly notify County of any third party claim or suit filed against Contractor or any of its Sub-Contractors which arises from or relates to this Contract, and could result in the filing of a claim or lawsuit against Contractor and/or County.”

8. Paragraph 9 FUNDING/SERVICES ADJUSTMENTS AND REALLOCATIONS shall be revised to read as follows:

“A. Upon Director's specific written approval, County may increase or decrease the funding or reallocate funds to an Exhibit, Attachment, Schedule and/or Budget category in this Agreement where such funds can be more effectively used by Contractor, up to ten percent (10%) above or below each term's annual base maximum obligation and make corresponding service adjustments, as necessary, based on the following: (1) if additional monies are available from federal, State, or County funding sources; (2) if a reduction of monies occur from federal, State, or County funding sources; and/or (3) if County determines from reviewing Contractor's records of service delivery and

billings to County that a significant underutilization of funds provided under this Agreement will occur over its term.

All funding adjustments and reallocation as allowed under this Paragraph may be effective upon amendment execution or at the beginning of the applicable contract term, to the extent allowed by the funding source, following the provision of written notice from Director, or his/her designee, to Contractor. Reallocation of funds in excess of the aforementioned amount shall be approved by County's Board of Supervisors. Any change to the County maximum obligation or reallocation of funds to an Exhibit, Attachment, Schedule and/or Budget category in this Agreement shall be effectuated by an amendment to this Agreement pursuant to the ALTERATION OF TERMS Paragraph of this Agreement.

B. County and Contractor shall review Contractor's expenditures and commitments to utilize any funds, which are specified in this Agreement for the services hereunder and which are subject to time limitations as determined by Director, midway through each County fiscal year during the term of this Agreement, midway through the applicable time limitation period for such funds if such period is less than a County fiscal year, and/or at any other time or times during each County fiscal year as determined by Director. At least fifteen (15) calendar days prior to each such review, Contractor shall provide Director with a current update of all of Contractor's expenditures and commitments of such funds during such fiscal year or other applicable time period."

9. Except for the changes set forth hereinabove, Agreement shall not be changed in any other respect by this Amendment.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by its Director of Public Health and Contractor has caused this Amendment to be subscribed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By \_\_\_\_\_  
Jonathan E. Fielding, M.D., M.P.H.  
Director and Health Officer

PUBLIC HEALTH FOUNDATION  
ENTERPRISES, INC. ("PHFE") \_\_\_\_\_  
Contractor

By \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

Title: \_\_\_\_\_  
(AFFIX CITY SEAL)

APPROVED AS TO FORM  
BY THE OFFICE OF THE COUNTY COUNSEL  
ANDREA SHERIDAN ORDIN  
County Counsel

APPROVED AS TO CONTRACT  
ADMINISTRATION:

Department of Public Health

By \_\_\_\_\_  
Patricia Gibson, Chief  
Contracts and Grants Division

#01788- PHFE  
6.28.11

LOS ANGELES COUNTY - DEPARTMENT OF PUBLIC HEALTH  
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM

CONTRACT BUDGET SUMMARY

CONTRACTOR / VENDOR NAME : Public Health Foundation Enterprises, Inc.

CONTRACT / PURCHASE ORDER NUMBER: H-702550

SCHEDULE / PROJECT NUMBER: A-10

BUDGET PERIOD: August 10, 2011 to January 31, 2012

FUNDING SOURCE: CDC BASE 11 - 12

BUDGET SUMMARY	
BUDGET CATEGORY	AMOUNT
Salaries	\$ 681,711
Employee Benefits	\$ 198,799
Travel	\$ 7,500
Equipment	\$ -
Supplies	\$ 1,000
Consultant/Contractual	\$ -
Other	\$ 50,000
Indirect Costs*	\$ 79,816
TOTAL	\$ 1,018,826

\*To request funds for indirect costs, agency must have one of the following:  
Federal Negotiated Indirect Cost Rate Agreement (NICRA)  
Auditor Certified Indirect Cost Rate

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH  
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM  
SCOPE OF WORK**

**CONTRACTOR NAME:** Public Health Foundation Enterprises, Inc.

**CONTRACT NUMBER:** H-702550

**SCHEDULE/ PROJECT NUMBER:** A-10

**TERM:** August 10, 2011 – January 31, 2012

BASE

Objective	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
To provide operational activities and qualified personnel to perform vital work for bioterrorism preparedness and other public health threats in Los Angeles County.	<p><b><u>Hire and conduct HR activities for the following staff:</u></b></p> <ol style="list-style-type: none"> <li>1. Emergency Preparedness Liaison (Business/Community) to work closely with the Health Officer and Public Health senior managers to develop and implement programs to increase collaboration with the business community, community based organizations and other important stakeholders regarding preparation for and response to public health emergencies.</li> <li>2. Emergency Preparedness Liaison (Schools/Government) to work closely with the Health Officer and Public Health senior managers to develop and implement programs to increase collaboration with school districts, parent-teacher associations, community colleges, universities, cities, and governmental entities regarding preparation for and response to public health emergencies.</li> <li>3. CAHAN Coordinator to plan, develop and implement health alert network (HAN) messaging notification in Los Angeles County for the medical and first responder community in the event of a public health emergency incident or significant threat. This position also coordinates notification systems at the local, state (CAHAN), and federal level.</li> <li>4. Health Educator to work closely with Community Health Services, specifically Area Health Officers and Community Liaisons, the Emergency Preparedness and Response Program, Acute Communicable Disease Control, Health Education, Public Information Officers, Emergency Preparedness Liaisons and others to coordinate activities and assignments related to public health emergency preparedness and response activities in targeted communities.</li> <li>5. Public Health Scientist III to perform testing by ICP-MS, GC-MS, and LC-MS-MS and conduct method development and validation for new LC-MS-MS methods.</li> </ol>	August 10, 2011 – January 31, 2012	Monthly Statement of Activities

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH  
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM  
SCOPE OF WORK**

**CONTRACTOR NAME: Public Health Foundation Enterprises, Inc.**

**CONTRACT NUMBER: H-702550**

**SCHEDULE/ PROJECT NUMBER: A-10**

**TERM: August 10, 2011 – January 31, 2012**

	<p>6. Public Health Scientist III to be responsible for the operations of the CTRU laboratory that includes method development for the ICP-MS, 2 GC-MS, and LC-MS-MS instruments.</p> <p>7. Public Health Scientist III to provide administrative support to the BTRU and CTRU, serve as the Bio-safety Officer for the PHL, and provide back-up leadership and support for the Level III CTRU outreach activities to community medical centers and sentinel laboratories.</p> <p>8. Public Health Scientist III to serve as the lead in the development and implementation of the Level III CTRU outreach activities and the Chemical Hygiene Officer for the PHL.</p> <p>9. Public Health Scientist IV to provide program support to the BTRU that includes maintenance of instrument and supply inventory records, ordering, environmental and food sample testing, molecular assay refinement and implementation such as PFGE for select agents, sequencing for strain typing, cell wal fatty acid analysis for strain typing, luminex testing, and LRN project support.</p> <p>10. SNAP Coordinator to develop a registry system for vulnerable populations and develops and revises plans to address the special needs of vulnerable populations during a public health emergency. This position with coordinate LACDPH planning for special needs population. This position will use state and federal tools that assist with identifying affected populations, their needs, and mechanisms to communicate and provide services in the event of a public health emergency. The position will work with the County OEM and other county departments on the implementation of the Specific Needs Assessment Project registry. The position will also work with a wide variety of community partners with public health expertise in vulnerable populations, preparedness and infectious diseases to help service providers get prepared, stay prepared and be ready to respond to their clients needs during times of disaster. The position will also assist community based organizations that serve vulnerable populations to become better prepared to continue delivery of services and have the skills/capacity to train their staff to provide basic response and recovery services. The position will also work to assure that</p>		
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**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH  
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM  
SCOPE OF WORK**

**CONTRACTOR NAME: Public Health Foundation Enterprises, Inc.**

**CONTRACT NUMBER: H-702550**

**SCHEDULE/ PROJECT NUMBER: A-10**

**TERM: August 10, 2011 – January 31, 2012**

	<p>essential public health information reaches vulnerable populations prior to and throughout an emergency.</p> <p>11. Research Analyst II will provide internal support to DPH Executive Management to ensure and assess progress in implementing Strategic Plan goals and objectives and in incorporating preparedness principles into these goals and objectives. Additionally, it will provide consultation and technical assistance to Public Health divisions on planning, including incorporating preparedness principles into divisions' plans, and on Public Health's strategic priorities. This position will analyze data and conduct literature reviews for internal planning, evaluation, and policy development and assist with departmental grants management activities.</p> <p>12. Principal Information Systems Analyst will serve as PHIS Liaison to the Emergency Preparedness and Response Program (EPRP), to provide specialized analytical support for complex information systems. This position will serve as the subject matter expert in emergency preparedness and response, and support the CDC Public Health Information Network (PHIN) requirements, as they relate to emergency preparedness and response to support: the acquisition or development of complex information systems; the enhancement of legacy information systems; and the alignment of IT investments for preparedness with both local and national needs.</p> <p>13. Hospital Surge Planner will lead surge planning efforts for the Los Angeles County Operational Area. Specifically, the position will assist with planning: individual hospital internal surge, medical and health system load balancing, non-conventional hospital surge strategies, alternate care system development, mobile field hospitals and requests for state or federal support. The position will support the project awarded in 2009 by CDC's Division of Healthcare Quality Promotion in partnership with the Oak Ridge Institute for Science and Education (ORISE) to develop a mass medical care model for the County. This ground-breaking work will build off of two prior LACDPH projects the department commissioned with the National Healthcare Foundation and the University of Washington, Seattle. This next phase will include</p>		
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**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH  
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM  
SCOPE OF WORK**

**CONTRACTOR NAME: Public Health Foundation Enterprises, Inc.**

**CONTRACT NUMBER: H-702550**

**SCHEDULE/ PROJECT NUMBER: A-10**

**TERM: August 10, 2011 – January 31, 2012**

	<p>a 2 1/2 day interagency workshops in September that will bring together key stakeholders to begin the daunting work of developing a system of care in Los Angeles for public health emergencies.</p> <p>14. Epidemiology Intel Analyst to develop automated early event surveillance systems to help analyze data for emerging diseases which may be collaborated with public health data or with the Terrorism Early Warning (TEW) Group based at the Joint Regional Intelligence Center. This position also assists the BT epidemiologist and epidemiology analysts in routine analysis of surveillance data for outbreaks or emerging diseases.</p> <p>15. Graphic Designer will report to External Relations and Communications and work closely with the Emergency Preparedness and Response and Community Health Services Programs to redesign DPH website to provide better access to community based organizations and other important stakeholders regarding preparation for and response to public health emergencies. In addition, this position will continue to provide on going graphics support to enhance the capacity of DPH to develop communications and outreach materials.</p> <p>16. Intermediate Typist Clerk provide administrative and clerical support for EPRP activities, duties include specialized clerical activities as well as responding to telephone calls and inquires. This position will also assist in tracking proposals and Executive assignment, initiate service requests, process travel requests and OLR requests, create and update databases and other administrative duties as directed.</p> <p>17. Website Communications Specialist will develop and implement a website strategy including oversight of and writing of content, implementing use of emerging social media, analyzing traffic and trend matrix, and search engine optimization. The specialist will also work with DPH to strategize to enhance user experience and create a strategic plan for multilingual web capabilities for DPH.</p>		
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LOS ANGELES COUNTY - DEPARTMENT OF PUBLIC HEALTH  
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM

CONTRACT BUDGET SUMMARY

CONTRACTOR / VENDOR NAME : Public Health Foundation Enterprises, Inc.

CONTRACT / PURCHASE ORDER NUMBER: H-702550

SCHEDULE / PROJECT NUMBER: O-3

BUDGET PERIOD: August 10, 2011 to January 31, 2012

FUNDING SOURCE: CDC Cities Readiness Initiative (CRI) 11/12

BUDGET SUMMARY	
BUDGET CATEGORY	AMOUNT
Salaries	\$ 319,100
Employee Benefits	\$ 107,697
Travel	\$ 10,000
Equipment	\$ -
Supplies	\$ 3,000
Consultant/Contractual	\$ 66,000
Other	\$ 25,000
Indirect Costs*	\$ 41,633
TOTAL	\$ 572,430

\*To request funds for indirect costs, agency must have one of the following:  
Federal Negotiated Indirect Cost Rate Agreement (NICRA)  
Auditor Certified Indirect Cost Rate

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH  
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM  
SCOPE OF WORK**

**CONTRACTOR NAME:** Public Health Foundation Enterprises, Inc.

**CONTRACT NUMBER:** H-702550

**SCHEDULE/ PROJECT NUMBER:** O-3

**TERM:** August 10, 2011 – January 31, 2012

**Cities Readiness Initiative**

Objective	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
To provide operational activities and qualified personnel to perform vital work for bioterrorism preparedness and other public health threats in Los Angeles County.	<p><b><u>Hire and conduct HR activities for the following staff:</u></b></p> <ol style="list-style-type: none"> <li>1. Emergency Preparedness Liaison (Business/Community) to work closely with the Health Officer and Public Health senior managers to develop and implement programs to increase collaboration with the business community, community based organizations and other important stakeholders regarding preparation for and response to public health emergencies.</li> <li>2. Emergency Preparedness Liaison (Schools/Government) to work closely with the Health Officer and Public Health senior managers to develop and implement programs to increase collaboration with school districts, parent-teacher associations, community colleges, universities, cities, and governmental entities regarding preparation for and response to public health emergencies.</li> <li>3. CAHAN Coordinator to plan, develop and implement health alert network (HAN) messaging notification in Los Angeles County for the medical and first responder community in the event of a public health emergency incident or significant threat. This position also coordinates notification systems at the local, state (CAHAN), and federal level.</li> <li>4. Health Educator to work closely with Community Health Services, specifically Area Health Officers and Community Liaisons, the Emergency Preparedness and Response Program, Acute Communicable Disease Control, Health Education, Public Information Officers, Emergency Preparedness Liaisons and others to coordinate activities and assignments related to public health emergency preparedness and response activities in targeted communities.</li> <li>5. Public Health Scientist III to perform testing by ICP-MS, GC-MS, and LC-MS-MS and conduct method development and validation for new LC-MS-MS methods.</li> </ol>	August 10, 2011 – January 31, 2012	Monthly Statement of Activities

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH  
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM  
SCOPE OF WORK**

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**TERM: August 10, 2011 – January 31, 2012**

	<p>6. Public Health Scientist III to be responsible for the operations of the CTRU laboratory that includes method development for the ICP-MS, 2 GC-MS, and LC-MS-MS instruments.</p> <p>7. Public Health Scientist III to provide administrative support to the BTRU and CTRU, serve as the Bio-safety Officer for the PHL, and provide back-up leadership and support for the Level III CTRU outreach activities to community medical centers and sentinel laboratories.</p> <p>8. Public Health Scientist III to serve as the lead in the development and implementation of the Level III CTRU outreach activities and the Chemical Hygiene Officer for the PHL.</p> <p>9. Public Health Scientist IV to provide program support to the BTRU that includes maintenance of instrument and supply inventory records, ordering, environmental and food sample testing, molecular assay refinement and implementation such as PFGE for select agents, sequencing for strain typing, cell wall fatty acid analysis for strain typing, luminex testing, and LRN project support.</p> <p>10. SNAP Coordinator to develop a registry system for vulnerable populations and develops and revises plans to address the special needs of vulnerable populations during a public health emergency. This position will coordinate LACDPH planning for special needs population. This position will use state and federal tools that assist with identifying affected populations, their needs, and mechanisms to communicate and provide services in the event of a public health emergency. The position will work with the County OEM and other county departments on the implementation of the Specific Needs Assessment Project registry. The position will also work with a wide variety of community partners with public health expertise in vulnerable populations, preparedness and infectious diseases to help service providers get prepared, stay prepared and be ready to respond to their clients needs during times of disaster. The position will also assist community based organizations that serve vulnerable populations to become better prepared to continue delivery of services and have the skills/capacity to train their staff to provide basic response and recovery services. The position will also work to assure that</p>		
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EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM  
SCOPE OF WORK**

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**SCHEDULE/ PROJECT NUMBER: O-3**

**TERM: August 10, 2011 – January 31, 2012**

	<p>essential public health information reaches vulnerable populations prior to and throughout an emergency.</p> <p>11. Research Analyst II will provide internal support to DPH Executive Management to ensure and assess progress in implementing Strategic Plan goals and objectives and in incorporating preparedness principles into these goals and objectives. Additionally, it will provide consultation and technical assistance to Public Health divisions on planning, including incorporating preparedness principles into divisions' plans, and on Public Health's strategic priorities. This position will analyze data and conduct literature reviews for internal planning, evaluation, and policy development and assist with departmental grants management activities.</p> <p>12. Principal Information Systems Analyst will serve as PHIS Liaison to the Emergency Preparedness and Response Program (EPRP), to provide specialized analytical support for complex information systems. This position will serve as the subject matter expert in emergency preparedness and response, and support the CDC Public Health Information Network (PHIN) requirements, as they relate to emergency preparedness and response to support: the acquisition or development of complex information systems; the enhancement of legacy information systems; and the alignment of IT investments for preparedness with both local and national needs.</p> <p>13. Hospital Surge Planner will lead surge planning efforts for the Los Angeles County Operational Area. Specifically, the position will assist with planning: individual hospital internal surge, medical and health system load balancing, non-conventional hospital surge strategies, alternate care system development, mobile field hospitals and requests for state or federal support. The position will support the project awarded in 2009 by CDC's Division of Healthcare Quality Promotion in partnership with the Oak Ridge Institute for Science and Education (ORISE) to develop a mass medical care model for the County. This ground-breaking work will build off of two prior LACDPH projects the department commissioned with the National Healthcare Foundation and the University of Washington, Seattle. This next phase will include</p>		
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SCOPE OF WORK**

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**SCHEDULE/ PROJECT NUMBER: O-3**

**TERM: August 10, 2011 – January 31, 2012**

	<p>a 2 1/2 day interagency workshops in September that will bring together key stakeholders to begin the daunting work of developing a system of care in Los Angeles for public health emergencies.</p> <p>14. Epidemiology Intel Analyst to develop automated early event surveillance systems to help analyze data for emerging diseases which may be collaborated with public health data or with the Terrorism Early Warning (TEW) Group based at the Joint Regional Intelligence Center. This position also assists the BT epidemiologist and epidemiology analysts in routine analysis of surveillance data for outbreaks or emerging diseases.</p> <p>15. Graphic Designer will report to External Relations and Communications and work closely with the Emergency Preparedness and Response and Community Health Services Programs to redesign DPH website to provide better access to community based organizations and other important stakeholders regarding preparation for and response to public health emergencies. In addition, this position will continue to provide on going graphics support to enhance the capacity of DPH to develop communications and outreach materials.</p> <p>16. Intermediate Typist Clerk provide administrative and clerical support for EPRP activities, duties include specialized clerical activities as well as responding to telephone calls and inquires. This position will also assist in tracking proposals and Executive assignment, initiate service requests, process travel requests and OLR requests, create and update databases and other administrative duties as directed.</p> <p>17. Website Communications Specialist will develop and implement a website strategy including oversight of and writing of content, implementing use of emerging social media, analyzing traffic and trend matrix, and search engine optimization. The specialist will also work with DPH to strategize to enhance user experience and create a strategic plan for multilingual web capabilities for DPH.</p>		
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LOS ANGELES COUNTY - DEPARTMENT OF PUBLIC HEALTH  
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM

CONTRACT BUDGET SUMMARY

CONTRACTOR / VENDOR NAME : Public Health Foundation Enterprises, Inc.

CONTRACT / PURCHASE ORDER NUMBER: H-702550

SCHEDULE / PROJECT NUMBER: U

BUDGET PERIOD: August 10, 2011 to January 31, 2012

FUNDING SOURCE: Risk Based 11 - 12

BUDGET SUMMARY	
BUDGET CATEGORY	AMOUNT
Salaries	\$ 42,686
Employee Benefits	\$ 14,407
Travel	\$ 3,000
Equipment	\$ -
Supplies	\$ -
Consultant/Contractual	\$ -
Other	\$ -
Indirect Costs*	\$ 5,108
TOTAL	A1 \$ 65,201

\*To request funds for indirect costs, agency must have one of the following:  
Federal Negotiated Indirect Cost Rate Agreement (NICRA)  
Auditor Certified Indirect Cost Rate



**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH  
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM  
SCOPE OF WORK**

**CONTRACTOR NAME:** Public Health Foundation Enterprises, Inc.

**CONTRACT NUMBER:** H-702550

**SCHEDULE/ PROJECT NUMBER:** U

**TERM:** August 10, 2011 – January 31, 2012

Risk Based

Objective	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
To provide operational activities and qualified personnel to perform vital work for bioterrorism preparedness and other public health threats in Los Angeles County.	<p><b><u>Hire and conduct HR activities for the following staff:</u></b></p> <p>1. Staff Analyst will analyze county-specific public health risks, including potential hazards, vulnerabilities, and risks in the community-related to the public health, medical, and mental/behavioral health systems, the relationship of these risks to human impact, as well as the interruption of public health, medical, and mental/behavioral health services, and the impact of those risks on public health, medical, and mental/behavioral health infrastructure. The position uses data sources from research and academic sources, GIS maps of at-risk populations, mathematical modeling, and other sources in determining areas for risk mitigation. With input from key informants, develops a matrix that describes and ranks/prioritizes the public health threats and risks within the jurisdiction. Assesses the potential loss or disruption of essential services such as clean water, sanitation, or the interruption of healthcare services, and public health agency infrastructure. Develops written risk mitigation plans to specifically address public health hazards, as required by the CDC PHEP Cooperative Agreement.</p>	August 10, 2011 – January 31, 2012	Monthly Statement of Activities

## DESCRIPTION OF DUTIES FOR REQUESTED NEW POSITIONS

### 1. Senior Staff Analyst

This position will develop and coordinate activities with internal and external emergency preparedness partners, including many community organizations and governmental agencies, to plan, implement, and evaluate community resilience and emergency preparedness programs. Duties to include: establish community-based partnerships; administer, review, and approve content and creative for preparedness media campaigns; convene focus groups; conduct presentations to various internal and external constituents and groups to build preparedness knowledge and capabilities; program development and integration of preparedness funded activities with department managers, staff and executive leadership; develop and manage contracts; and implement strategies to improve public engagement and outreach in emergency preparedness and response throughout Los Angeles County.

### 2. Staff Analyst, Health

This position will oversee DPH's Health Alert System for Los Angeles County (County) which includes 5,000 internal and external partners. Duties to include: analyze public health emergency alerting needs; develop recommendations to ensure that resources are appropriately deployed; develop recommendations about DPH's use of the California Health Alert Network (CAHAN); assure the 24/7 operation of CAHAN in the County, including the ability to develop, coordinate, and issue health-related messaging information, alerts, warnings, and notifications to the public and to federal, State, and local government incident responders in preparation for, and in response to, public health emergencies.

### 3. Staff Analyst, Health

This position will oversee DPH's Emergency Public Information and Warning Capability. Duties to include: assure that DPH obtains an essential services designation from the telecommunications industry and utilities, including an emergency service designation for the designated inquiry line; establish and maintain dedicated phone lines for media inquiries, stakeholders, and the general public; maintain a 24/7 alerting capacity, including a redundant power supply to support 24/7 alerting and public messaging capacity; and maintain backup communication devices to communicate in an emergency. This position will also oversee website development and assist in developing critical information that will be launched in an emergency.

### 4. Staff Analyst, Health

This position will serve as the liaison between EPRP and the City of Los Angeles (City), with the goal of increasing the City's capacity to deliver medicines and medical supplies during a large-scale public health emergency such as a bioterrorism attack or a nuclear accident. Duties to include: identify dispensing sites; assist in the development of written plans, processes, and protocols for medical countermeasure distribution and storage; and manage the linkage of the City's emergency management structure with DPH's preparedness and response activities.

### 5. Staff Analyst, Health

This position will work closely with EPRP, External Communications, and DPH managers to develop risk communication and media messages regarding preparation for, and response to, public health emergencies. Duties to include: provide production support for graphic arts and design related to emergency preparedness and response materials for print, web publication, and risk communications and maintains an intranet resource image library to ensure that images available for use in publications or electronic media enhance communication to diverse populations when creating emergency and health threat messaging.

### 6. Staff Analyst, Health

This position will assist in the Department's external outreach to improve emergency response communication objectives with critical community stakeholders such as businesses and special

populations. Duties to include: utilize research and data analysis to make recommendations for program initiatives and public health emergency preparedness initiatives.



### **7. Staff Analyst, Health**

This position will conduct a County-specific risk/hazard and vulnerability assessments and develop risk mitigation plans to specifically address the public health, medical, and mental/behavioral health needs of the community. Duties to include: analyze public health emergency needs and make recommendations to ensure that resources are appropriately deployed to meet needs; analyze County-specific public health risks, including potential hazards, vulnerabilities, and risks in the community, as well as the interruption of public health, medical, and mental/behavioral health services, and the impact of those risks; employ data sources, GIS maps, mathematical modeling, and other sources to determine areas for risk mitigation; develop a matrix that describes and prioritizes public health threats and risks; assess the potential loss or disruption of essential services or the interruption of healthcare services; and develop written risk mitigation plans to specifically address public health hazards.

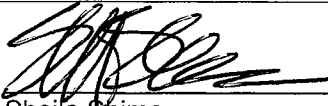
### **8. Disaster Services Planning Assistant**

This position will assist with disaster services planning for public health emergencies with local, State and federal agencies. Duties to include: analyze, develop, and implement policies and procedures for the effective recruitment, retention, management, and deployment of emergency volunteers during public health emergencies; assist in maintaining liaison between DPH and other local, State, and federal agencies concerned with emergency planning and operations to ensure that activities are in accordance with project requirements; manage the database of Disaster Healthcare Volunteers in accordance with local and State policies and procedures to ensure verification of licenses for volunteer health professionals; and assist in developing standard operations manuals and plans for utilizing medical, health, mental health, and other volunteers during public health emergencies.

**SOLE SOURCE CHECKLIST**  
**The City of Long Beach**

Check (✓)	<b>JUSTIFICATION FOR SOLE SOURCE PROCUREMENT OF SERVICES</b> <i>Identify applicable justification and provide documentation for each checked item.</i>
	➤ Only one bona fide source for the service exists; performance and price competition are not available.
	➤ Quick action is required (emergency situation)
	➤ Proposals have been solicited but no satisfactory proposals were received.
	➤ Additional services are needed to complete an ongoing task and it would be prohibitively costly in time and money to seek a new service provider.
	➤ Maintenance service agreements exist on equipment which must be serviced by the authorized manufacturer's service representatives.
	➤ It is most cost-effective to obtain services by exercising an option under an existing contract.
	➤ It is the best interest of the County (e.g., administrative cost savings, too long a learning curve for a new service provider, etc.).
✓	<p>Other reason. Please explain: A requirement of CDC is to provide each local health department, Long Beach Health Department, with a per capita allocation of CDC funds. These funds will be used to execute a new agreement with the health department of the City of Long Beach to continue to support the upgrade of local public health jurisdictional preparedness efforts in order to respond to acts of bioterrorism, outbreaks of infectious disease, and other public health threats and emergencies, contingent upon receipt of CDC funding.</p> <p>Long Beach will be required to demonstrate progress on emergency preparedness capabilities in their own jurisdictions and in collaboration with the Department of Public Health, (DPH). DPH will work closely with outside health departments to ensure integrated planning covering the fifteen Public Health Emergency Preparedness Capabilities. Scopes of Work, budget justifications and developed materials will be submitted to the Emergency Preparedness and Response Program for review and inclusion in the countywide plan. In addition, Long Beach will be subject to the same evaluation and monitoring requirements from the CDC.</p>
	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">               Sheila Shima              Deputy Chief Executive Officer, CEO           </div> <div style="text-align: center;">               Date           </div> </div>

**SOLE SOURCE CHECKLIST  
The City of Pasadena**

Check (✓)	JUSTIFICATION FOR SOLE SOURCE PROCUREMENT OF SERVICES <i>Identify applicable justification and provide documentation for each checked item.</i>
	➤ Only one bona fide source for the service exists; performance and price competition are not available.
	➤ Quick action is required (emergency situation)
	➤ Proposals have been solicited but no satisfactory proposals were received.
	➤ Additional services are needed to complete an ongoing task and it would be prohibitively costly in time and money to seek a new service provider.
	➤ Maintenance service agreements exist on equipment which must be serviced by the authorized manufacturer's service representatives.
	➤ It is most cost-effective to obtain services by exercising an option under an existing contract.
	➤ It is the best interest of the County (e.g., administrative cost savings, too long a learning curve for a new service provider, etc.).
✓	<p>Other reason. Please explain: A requirement of CDC is to provide each local health department, Pasadena Health Department, with a per capita allocation of CDC funds. These funds will be used to execute a new agreement with the health department of the City of Pasadena to continue to support the upgrade of local public health jurisdictional preparedness efforts in order to respond to acts of bioterrorism, outbreaks of infectious disease, and other public health threats and emergencies, contingent upon receipt of CDC funding.</p> <p>Pasadena will be required to demonstrate progress on emergency preparedness capabilities in their own jurisdictions and in collaboration with the Department of Public Health, (DPH). DPH will work closely with outside health departments to ensure integrated planning covering the fifteen Public Health Emergency Preparedness Capabilities. Scopes of Work, budget justifications and developed materials will be submitted to the Emergency Preparedness and Response Program for review and inclusion in the countywide plan. In addition, Pasadena will be subject to the same evaluation and monitoring requirements from the CDC.</p>
	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">   Sheila Shima  Deputy Chief Executive Officer, CEO </div> <div style="text-align: center;"> 6/24/11  Date </div> </div>